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Job Description

Job Title	Assistant Manager, Corporate Legal Assistants
Location	New York
Department	Corporate Legal Assistants
Reports to	Senior Manager, Corporate Legal Assistants
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m. (additional hours as required)
Position Summary	The Assistant Manager, Corporate Legal Assistants ("CLA") supports the Senior Manager of the department in managing the Firm's 70+ CLA team. The Assistant Manager, CLA department will play an important, hands-on role in recruitment, development, and oversight activities.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Support Senior Manager, CLA in managing overall performance and personnel administration of CLA department— Play important role in recruitment activities of department, helping with candidate screening, interviewing, and making hiring recommendations— Act as direct personnel manager of part of CLA team— Assist with managing annual review process, and provide feedback to and identify development opportunities for individual team members as part of annual review process and on an ongoing basis— Assist with ongoing professional development and employee engagement initiatives— Take active role in maintaining up-to-date information regarding CLA department on firm intranet— Assist with monitoring internal compliance with firm policies & procedures— Attend ongoing in-house managerial training seminars— Keep abreast of latest developments in the paralegal industry through such organizations as IPMA

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	(International Paralegal Manager's Association) and ALA (Association of Legal Administrators)
	<ul style="list-style-type: none">– Foster and maintain a positive working relationship with attorneys, Senior Manager – CLA, coordinators, CLA team, and colleagues in other departments– Assist with departmental / firm initiatives as requested
Qualifications/Position Requirements	<ul style="list-style-type: none">– Strong interpersonal and leadership skills– Excellent organizational skills and attention to detail– Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive and proactive attitude– Significant prior experience in personnel management, HR, and/or recruiting– Ability to manage a varied workload and meet the needs and deadlines of multiple constituencies– Proficient in MS Office applications and other software as needed– Excellent written and verbal communication skills– Strong problem-solving skills and sound judgment– Ensure confidentiality of the firm's and clients' documentation and information
Education and/or Experience	<ul style="list-style-type: none">– Four year college degree required– Minimum of 5 years' experience in a managerial or supervisory capacity with proven ability to manage large departments and competing priorities– Recruiting and/or HR experience is a plus
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.